

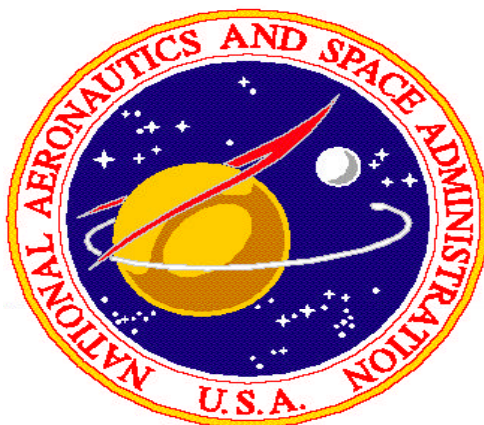
Office Work Instruction

HOWI 8330-U004

February 1, 1999

Responsible Office: Office of Life and Microgravity Sciences and Applications

Subject: Grants, Contracts, & Interagency Agreements/Transfers Renewal



OFFICE WORK INSTRUCTION

**GRANTS, CONTRACTS, &
INTERAGENCY
AGREEMENTS/TRANSFERS
RENEWAL**

Original signed by:

Beth M. McCormick
Deputy Associate Administrator, OLMSA

February 1, 1999

Office Work Instruction

HOWI 8330-U004

February 1, 1999

Responsible Office: Office of Life and Microgravity Sciences and Applications

Subject: Grants, Contracts, & Interagency Agreements/Transfers Renewal

1. Purpose

This Office of Life and Microgravity Sciences and Applications (OLMSA) office work instruction (OWI) defines the Grants, Contracts & Interagency Agreements/Transfers renewal process utilized at NASA Headquarters (HQ) Code U to ensure the continuing suitability and effectiveness of the renewal process in satisfying the HQ quality policy and objectives. This OWI provides instructions for the planning and implementation of the procurement renewal process within OLMSA.

2. Scope and Applicability

This OWI applies to all procurement renewals processed within OLMSA.

3. Definitions

- 3.1 4th Dimension. An electronic database which uses Runtime software for operating the system.
- 3.2 Contract. A procurement contract under an award, and a procurement subcontract under a recipient's contract.
- 3.3 Grant. An award of financial assistance, including cooperative agreements, in the form of money, or property in lieu of money, by the Federal Government to an eligible grantee. The term does not include technical assistance that provides services instead of money, or other assistance in the form of revenue sharing, loans, loan guarantees, interest subsidies, insurance, or direct appropriations. Also, the term does not include assistance, such as fellowship or other lump sum award, for which the grantee is not required to account.
- 3.4 GSFC. Goddard Space Flight Center.
- 3.5 Interagency Agreement (IAA)/Transfer. The transfer of funds from one Government Agency to another, and in OLMSA's case, for the purpose of conducting research.
- 3.6 NASA Form NHQ 163. A new electronic Headquarters Procurement Request form that is maintained in the GSFC procurement computer.
- 3.7 Process. A set of interrelated resources and activities, which transform inputs into outputs. Resources may include personnel, finance, facilities, equipment, techniques and methods.

Office Work Instruction

HOWI 8330-U004

February 1, 1999

Responsible Office: Office of Life and Microgravity Sciences and Applications

Subject: Grants, Contracts, & Interagency Agreements/Transfers Renewal

- 3.8 Procurement Request (PR). Usually a form used by NASA for the purpose of acquiring goods and services as defined in the PR form.
- 3.9 Progress Report. A document submitted to OLMSA that describes the progress that a Principal Investigator (PI) has accomplished during the past reporting period, usually one year, against the Grant, Contract or Interagency Agreement. This document must include a budget estimate for the next renewal period and must be submitted to initiate the renewal process.

4. Reference Documents

- 4.1 NPG 5800.1D, Grant and Cooperative Agreement Handbook

Office Work Instruction

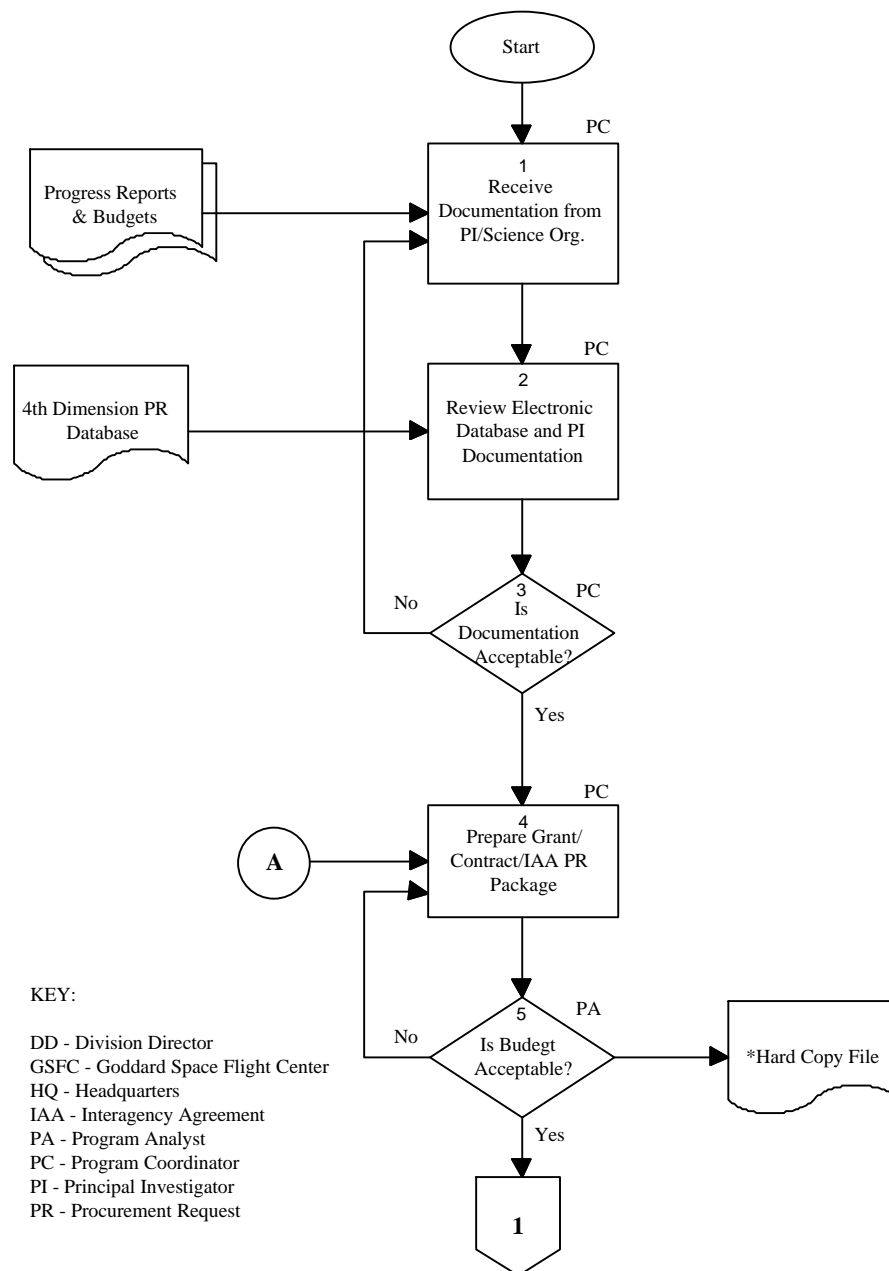
HOWI 8330-U004

February 1, 1999

Responsible Office: Office of Life and Microgravity Sciences and Applications

Subject: Grants, Contracts, & Interagency Agreements/Transfers Renewal

5. Flowchart



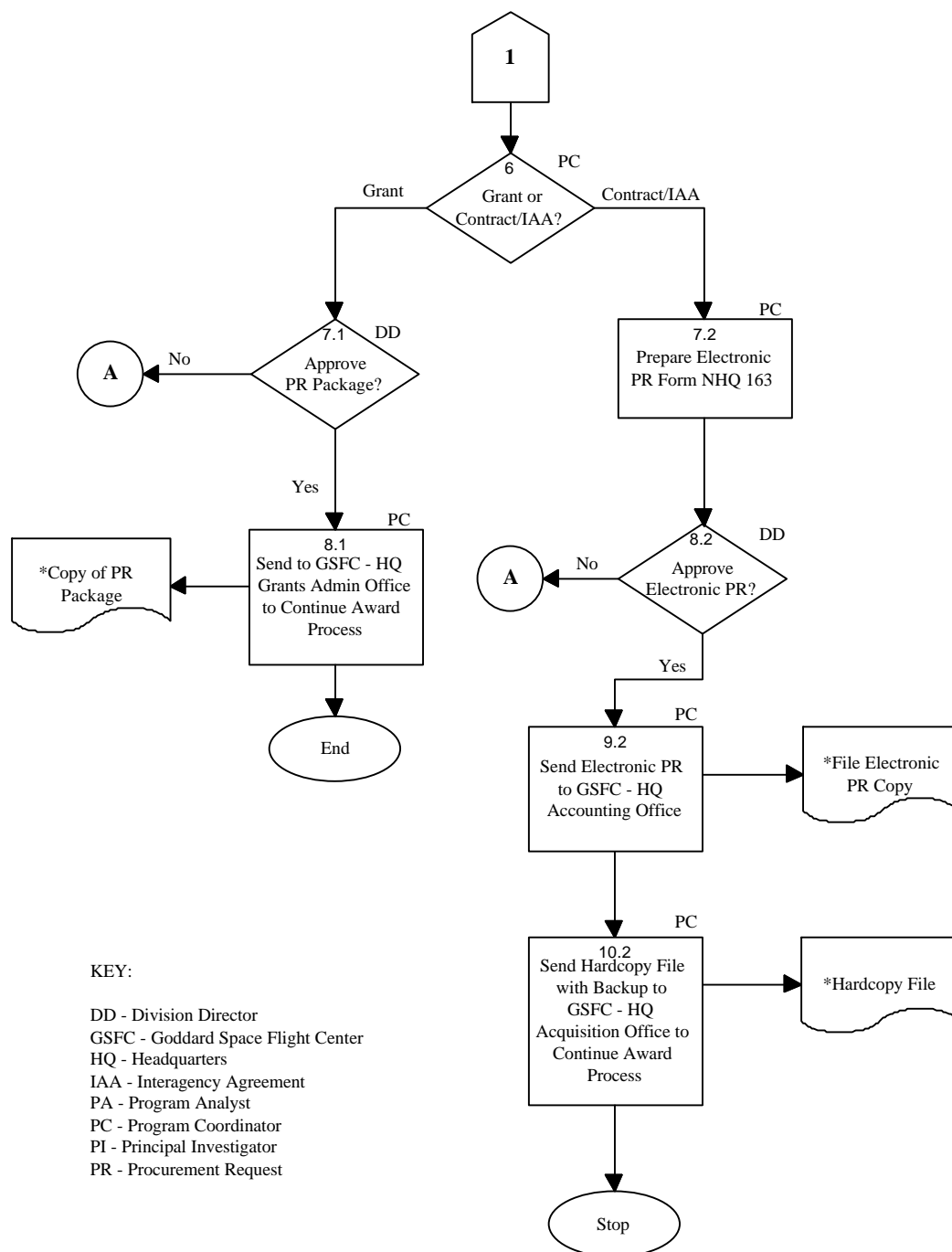
KEY: Quality Records are Designated by (*)

Office Work Instruction

HOWI 8330-U004

February 1, 1999

Responsible Office: Office of Life and Microgravity Sciences and Applications

Subject: Grants, Contracts, & Interagency Agreements/Transfers Renewal


KEY: Quality Records are Designated by (*)

CHECK THE MASTER LIST at <http://hqiso9000.hq.nasa.gov>
TO VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE

Office Work Instruction

HOWI 8330-U004

February 1, 1999

Responsible Office: Office of Life and Microgravity Sciences and Applications

Subject: Grants, Contracts, & Interagency Agreements/Transfers Renewal

6. Procedure

The number at the left of the process activity table refers to the flowchart step in Section 5.

#	Responsible Party	Activity Description
1	Program Coordinator	Receive Progress Reports and Budgets from PI/Science Organizations. This provides information about the progress that the PI has accomplished during the past reporting period, along with a budget estimate for the next renewal period.
2	Program Coordinator	Review and evaluate the documentation submitted by the Universities, Agencies, and Companies along with information regarding past renewal periods that is contained in the electronic PR data base.
3	Program Coordinator	Does documentation meet established criteria for acceptability? If not, return to Step 1 for rework.
4	Program Coordinator	Prepare Grant, Contract, or Interagency Agreement Procurement Package as appropriate.
5	Program Analyst	Is the budget acceptable at Ames Research Center or Johnson Spaces Center (depending on program)? If not, return to Step 4 for rework.
6	Program Coordinator	Decide if this is a Grant or Contract/IAA, as there are distinct paths for each. (The path for Grants is designated as X.1 in the following steps; the path for Contracts/IAs is designated as X.2 in the following steps.)
7.1	Division Director	Is the PR Package approved? If not, the PR Package is returned to the Program Coordinator in Step 4 for rework.
8.1	Program Coordinator	Send Grant Package to GSFC Code 201.1 (Headquarters Grants Administration Office) to continue the award process.
7.2	Program Coordinator	Prepare the electronic PR Form NHQ 163.
8.2	Division Director	Is the electronic PR approved? If not, the PR is returned to the Program Coordinator in Step 4 for rework.

Office Work Instruction

HOWI 8330-U004

February 1, 1999

Responsible Office: Office of Life and Microgravity Sciences and Applications

Subject: Grants, Contracts, & Interagency Agreements/Transfers Renewal

9.2 Program Coordinator Send the electronic PR to GSFC Code 155.1 (HQ Accounting Office).

10.2 Program Coordinator Send a hardcopy of the PR File to GSFC Code 210.H (HQ Acquisition Office) to continue the award process

7. Quality Records

<i>Record Identification</i>	<i>Owner</i>	<i>Location</i>	<i>Retention</i>	<i>Media Electronic/ Hard Copy</i>
Life Sciences Grants/Contracts & Interagency Agreements/ Transfers	Program Coordinator	OLMSA File Cabinet	5 Years	Hard Copy
Electronic Copy of PR Submitted To GSFC	Program Coordinator	Life Sciences Database	5 Years	Electronic